



Position Description

PD- Enrolled Nurse
13/10/09

Position Title:	Enrolled Nurse
Staff Group:	Residential Care Division
1. Major Function and Purpose of Position	Provide direct care to residents as directed by the Registered Nurse
2. Reporting Functions and Interface	<ul style="list-style-type: none"> • Reports to the Care Coordinator • Collaborates with all members of the care team to provide quality care, residents and families • May interact with other care providers (Doctors, health professionals)
3. Working Environment	<ul style="list-style-type: none"> • Based on site at the Residential Care Facility • Shift work – 24 hour coverage required for high care residents
4. Key Responsibilities	<ul style="list-style-type: none"> • Assists the Registered Nurse in compiling comprehensive resident history from the residents and/or families to identify care needs at admission and as part of the review process • Contributes to the development and evaluation of care plans • Implements care plans in consultation with residents, families and other members of the care team • Maintain high standard of documentation which accurately reflects care delivery • Administer medications in line with the WA Nursing and Midwifery Board standards & St Ives Care policies and procedures • Responsible for correct ordering, storage and documentation of medications • Keeping Registered Nurse, Care Manager, families, and associated health professionals aware of changes to a resident's health status
5. Problem Solving	<ul style="list-style-type: none"> • Works under the clinical supervision of Registered Nurse and/or Care Manager • Required to work within set policies, procedures and standards • Responsible for quality of documentation relating to resident's care • Required to maintain skills and knowledge through ongoing professional development • A flexible and team orientated approach
6. Knowledge, Skills and Abilities (KSAs)	<ul style="list-style-type: none"> • Clinical care experience • Problem solving • Strong verbal and written communication skills • Negotiation skills • Adapt to changing resident needs • Sound working knowledge of the Aged Care Standards • Respects Diversity in values, customs and beliefs • Understanding principals of continuous improvement & risk management
7. Accountability	<ul style="list-style-type: none"> • Accountable to self, the residents / families and colleagues for all areas of practice. • Accountable to line manager for reporting and KPI's regularly as determined • Responsible for delivery of care plans within set St Ives policies and procedures and direction of Registered Nurse and/or Care Manager, able to exercise limited judgement within these parameters • Responsible for the administering medications in line with WA



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	<p>Nursing and Midwifery Board standards & St Ives policies and procedures</p> <ul style="list-style-type: none"> • Responsible for keeping all stakeholders updated on health status of residents • Accepts responsibility for own action
8. Expected Qualifications	<ul style="list-style-type: none"> • Enrolled Nurse / equivalent qualification required • Current WA Nursing and Midwifery Board Registration
9. HSE Standards (incorporated into all Position Descriptions)	<ul style="list-style-type: none"> • St Ives Group is required to comply with any legal requirement in connection with the protection of personnel. It is the incumbent's responsibility in carrying out the duties of this position at St Ives Group to: <ul style="list-style-type: none"> ○ Be familiar with the Company's Occupational Safety and Health Procedures. ○ Participate in investigations and where required, give evidence, witness statements etc as to the facts concerning any incident. • Takes appropriate action to maintain the health and safety of self, other employees, residents and visitors. • Promotes and coordinates the reporting of hazards, incidents and accidents within the Group and undertakes investigation as necessary. • Complies with all identified legislation, codes, standards, policies and procedures to maintain health and safety of self, staff and residents. • Participates in workplace risk assessments and the identification and control of hazards. • Is aware of fire, safety and security policies and procedures within the Group and takes all necessary steps to make sure they are implemented and followed. • Attends scheduled OSH meetings and training as required.
10. Statutory	<ul style="list-style-type: none"> • Aged Care Act • Nursing Registration Authority